

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: Human Resources

AGENDA DATE: 02/08/05

CONTACT PERSON/PHONE: Human Resources, Terry Bond, (915) 541-4509

DISTRICT(S) AFFECTED: N/A

SUBJECT:

APPROVE: Resolution for revision of BP & I Assistant Director Job Specification

BACKGROUND / DISCUSSION:

Revision of the subject job class was requested by the BP & I Director to reflect the transfer of flood plain management to the Engineering Department and to update the name of the certifying agency of Building Officials. Additional changes included insertion of a supervisory and incidental duties paragraph.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Position has been budgeted for FY/05 under general funds.

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

Per Civil Service Commission approval on 01/27/05.

*******REQUIRED AUTHORIZATION*******

LEGAL: (if required) LM

FINANCE: (if required) _____

OTHER:

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Building Permits & Inspections Assistant Director** is hereby revised as specified in the duties and responsibilities attached hereto. The Code will remain **5824**. The Grade shall be **EX E**.

PASSED AND APPROVED this 1st day of February, 2005.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Maria Guadalupe Martinez
Assistant City Attorney


APPROVED AS TO CONTENT:



Terry A. Bond
Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: January 27, 2005

By: 

Secretary



Human Resources Department

MEMORANDUM

5B

To: Civil Service Commission
Thru: Terry Bond, Human Resources Director *TB*
From: Ana I. Sanchez, Personnel Analyst II *AS*
Date: January 20, 2005
Subject: Revision of Job Specification

Human Resources recommends Commission approval of the job classification item listed below. See attached proposed and strike-through versions of the specification.

	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
OFFICIAL	Building Permits & Inspections Assistant Director	5824	EX E
PROPOSED	Same	Same	Same

Revision of the subject job class was requested by the Building Permits & Inspections Director to reflect the transfer of flood plain management to the Engineering Department and to update the name of the certifying agency for Building Officials. Additional changes included insertion of a supervisory and incidental duties paragraph, and an elaboration of duties. These changes, as well as minor word editing, reformatting, grammatical corrections and a retitling on the signature lines were not substantive, therefore no grade change was warranted.

This recommendation is being made pursuant to:

Civil Service Rule 4, Classification, Section 4(a), Reclassification of Positions:

"The Commission or the Human Resources Director may investigate of its own accord or upon the request of a department head, any change in the duties and responsibilities of a position from those upon which it was originally classified. If it is found that the duties and responsibilities of the position have changed so significantly that the former classification is a substantially inaccurate description of the current duties and responsibilities, the Commission will request the City Manager to direct the Human Resources Director to place the position in its proper class and grade.

"A change in compensation applying to all positions of the same class and grade will not affect the seniority or other rights of those in the Civil Service. The Human Resources Director may at any time secure from the appointing authority, department heads or employees involved, statements of the duties and responsibilities of the position under review. The appointing authority, department heads and employees concerned will have an opportunity to be heard before the revised class is approved and to appeal to the Commission in accordance with Article VI, Section 6.13-4 of the Charter."

Attachments

Professional and Managerial Branch
Public Works Group
Building Services Series

BUILDING PERMITS & INSPECTIONS ASSISTANT DIRECTOR

07/1/025 (REALSB)

Summary General Purpose

Under general direction, manage technical compliance functions to control subdivision and individual property development through subordinate managers, and serve as primary stand-in for department head.

Typical Duties

Plan, develop, organize, coordinate and evaluate design and construction project code enforcement programs such as engineering or technical plan review, and building, electrical, mechanical, plumbing, land improvement, flood control, grading, drainage, environmental, safety and zoning inspections. Involves: ~~d~~Defining, implementing and overseeing adherence to interrelated divisional policies, objectives, methods, performance standards for effective, efficient service; ~~r~~Reviewing and approving annual division budget requests for staff, resources and program improvement funds; ~~v~~Verifying calculations for compliance with code mandated standards; ~~a~~Approving and disapproving plans submitted; ~~a~~Advising architects, engineers, designers, contractors, developers and homeowners on code and design requirements and restrictions; ~~d~~Devising and integrating plan review and inspection procedures with those of other City departments directing or personally conducting timely and thorough commercial or residential inspections with difficult or unusual code requirements; ~~r~~Recommending approval or rejection of proposals for new materials or methods of construction to department head; ~~a~~administering flood plain management and Municipal Separate Storm Sewer System programs, and contractual Texas Accessibility Standards plan review agreement; ~~a~~Assessing needs and priorities of major projects, monitoring and expediting work progress, or identifying problems or improvement opportunities and initiating corrective actions; ~~c~~Conferring with subordinate division heads to ensure technical compliance services are provided in a timely manner consistent with community needs, and federal, state and local regulations.

Perform general department management functions when director is unavailable as authorized and qualified to sustain overall continuity and coordination of ongoing day-to-day building services functions. Involves: ~~r~~Representing department's interests regarding operational issues and situations in accordance with accepted practices, referring unprecedented problems that may necessitate deviation from general City policies to next higher level of executive or official available for decision or guidance; ~~d~~Directing department computer system operations, customer service, permit and license issuance, and budget administration; ~~p~~Preparing and disseminating departmental directives.

Supervise assigned supervisory and non-supervisory professional/managerial, and general services personnel. Involves: ~~d~~Determining and changing work flow/workflow, procedures and results targets; ~~s~~Scheduling and balancing workloads of divisions, making or approving project assignments, issuing written and oral instructions, arranging for or conducting division level- orientation and training; ~~e~~Examining work for exactness, neatness, and policy and procedure conformance, guiding staff to overcome difficulties encountered, correct errors and rectify complaints; ~~m~~Measuring and evaluating performance of direct reports and reviewing employee appraisals by subordinate supervisors; ~~c~~Coaching to motivate competency improvement and career advancement; ~~m~~Maintaining harmony among workers and resolving grievances; ~~s~~Serving on applicant interview panels; ~~r~~Recommending employee selection, pay adjustments or commendations, discipline and termination, and other status changes.

Perform miscellaneous related professional and managerial functions as required. Involves: ~~s~~Substituting for subordinates by carrying out duties as qualified sufficient to sustain continuity of ordinary activities; ~~p~~Providing technical support to other personnel and City departments; ~~m~~Monitoring and applying fiscal controls to receipt and expenditure of funds, and use of personnel, materials, facilities and time within limits of adopted budget, or contract in collaboration with the Office of Management and Budget; ~~p~~Participating at Boards of Appeals and Council meetings as required.

Knowledge, Abilities and Skills

- Comprehensive knowledge of administrative, budgetary and managerial policies and procedures applied to building services operations
- Comprehensive application of generally accepted civil, structural and architectural engineering principles and practices of building construction and subdivision development plan review and inspection.
- Comprehensive knowledge of City building, plumbing, electrical, mechanical, fire, land improvement, grading,

drainage, environmental, zoning and other applicable codes and ordinances, and accepted safety standards.

- Considerable knowledge of municipal services needs assessments.
- Considerable knowledge of public relations practices.
- Good knowledge of computer applications for documenting and analyzing development control activities.
- Ability to firmly and impartially exercise supervisory authority, and interpret, apply and explain rules, regulations, policies and procedures.
- Ability to read and interpret construction documents, and perform and review structural engineering calculations.
- Ability to identify, compile, organize and analyze data to prepare reports and maintain records, and analyze and recommend solutions to technical problems encountered in reviewing plans.
- Ability to maintain effective working relationships with fellow employees, other city departments, outside agencies, the public, architects, engineers and contractors.
- Ability to communicate clearly and concisely, orally and in writing.
- Skill in the safe operation and care of motor vehicle, personal computer or network work station, generic business productivity and specialized geographic information system software.

Other Job Characteristics:

- Occasional driving through city traffic to inspect construction sites as necessary.
- Occasional moving over uneven terrain, climbing ladders and scaffolds bending and stooping, exposure to inclement weather or other adverse field conditions.

Minimum Qualifications

Education and Experience: Equivalent to Graduation from an accredited college or university with a Bachelor's Degree in Architecture, or Civil, Structural or related Engineering discipline, plus nine (9) years progressively responsible professional experience in structural design, building construction management or structural plan review including four (4) years as a Registered Professional Engineer or Architect and three (3) years in a supervisory capacity.

or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: administrative, budgetary and managerial policies and procedures applied to building services operations; application of generally accepted civil, structural and architectural engineering principles and practices of building construction and subdivision development plan review and inspection; City building, plumbing, electrical, mechanical, fire, land improvement, grading, drainage, environmental, zoning and other applicable codes and ordinances, and accepted safety standards; Considerable knowledge of municipal services needs assessments, public relations practices. Good knowledge of: computer applications for documenting and analyzing development control activities.

Ability to: firmly and impartially exercise supervisory authority, interpret, apply and explain rules, regulations, policies and procedures; read and interpret construction documents, perform and review structural engineering calculations; analyze and recommend solutions to technical problems encountered in reviewing plans; identify, compile, organize and analyze data to prepare reports and maintain records; maintain effective working relationships with fellow employees, other city departments and outside agencies, general public, architects, engineers and contractors; express oneself clearly and concisely both orally and in writing.

Skill in the safe operation and care of: personal computer or network work station, generic business productivity and specialized geographic information system software, a motor vehicle.

Physical Effort and Work Environment: Occasional: moving over uneven terrain, climbing ladders and scaffolds bending and stooping, exposure to inclement weather or other adverse field conditions, and driving through city traffic to inspect construction sites as necessary.

Licenses and Certificates: -

- Valid Texas Professional Engineer or Licensed (Registered) Architect, or equivalent transferable from another state by time of application which must be converted to Texas Registration within one (1) year after appointment;.
- Valid Building Official Certification from the International Code Council Council of American Building Officials,

which must be obtained within one (1) year after appointment;

- Valid Texas Class "C" Driver's license or equivalent issued by ~~from~~ another state.

Human Resources Director

Department Head

Professional and Managerial Branch
Public Works Group
Building Services Series

BUILDING PERMITS & INSPECTIONS ASSISTANT DIRECTOR

01/05 (AIS)

General Purpose

Under general direction, manage technical compliance functions to control subdivision and individual property development through subordinate managers, and serve as primary stand-in for department head.

Typical Duties

Plan, develop, organize, coordinate and evaluate design and construction project code enforcement programs such as engineering or technical plan review, and building, electrical, mechanical, plumbing, land improvement, flood control, grading, drainage, environmental, safety and zoning inspections. Involves: Define, implement and oversee adherence to interrelated divisional policies, objectives, methods, performance standards for effective, efficient service. Review and approve annual division budget requests for staff, resources and program improvement funds. Verify calculations for compliance with code mandated standards. Approve and disapprove plans submitted. Advise architects, engineers, designers, contractors, developers and homeowners on code and design requirements and restrictions. Devise and integrate plan review and inspection procedures with those of other City departments directing or personally conducting timely and thorough commercial or residential inspections with difficult or unusual code requirements. Recommend approval or rejection of proposals for new materials or methods of construction to department head. Assess needs and priorities of major projects, monitor and expedite work progress, or identify problems or improvement opportunities and initiate corrective actions. Confer with subordinate division heads to ensure technical compliance services are provided in a timely manner consistent with community needs, and federal, state and local regulations.

Perform general department management functions when director is unavailable as authorized and qualified to sustain overall continuity and coordination of ongoing day-to-day building services functions. Involves: Represent department's interests regarding operational issues and situations in accordance with accepted practices, referring unprecedented problems that may necessitate deviation from general City policies to next higher level of executive or official available for decision or guidance. Direct department computer system operations, customer service, permit and license issuance, and budget administration. Prepare and disseminate departmental directives.

Supervise assigned supervisory and non-supervisory professional/managerial, and general services personnel. Involves: Determine and change workflow, procedures and results targets. Schedule and balance workloads of divisions, make or approve project assignments, issue written and oral instructions, arrange for or conduct division level orientation and training. Examine work for exactness, neatness, and policy and procedure conformance, guide staff to overcome difficulties encountered, correct errors and rectify complaints. Measure and evaluate performance of direct reports and review employee appraisals by subordinate supervisors. Coach to motivate competency improvement and career advancement. Maintain harmony among workers and resolve grievances. Serve on applicant interview panels. Recommend employee selection, pay adjustments or commendations, discipline and termination, and other status changes.

Perform miscellaneous related professional and managerial functions as required. Involves: Substitute for subordinates by carrying out duties as qualified to sustain continuity of ordinary activities. Provide technical support to other personnel and City departments. Monitor and apply fiscal controls to receipt and expenditure of funds, and use of personnel, materials, facilities and time within limits of adopted budget, or contract in collaboration with the Office of Management and Budget. Participate at Boards of Appeals and Council meetings as required.

Knowledge, Abilities and Skills

- Comprehensive knowledge of administrative, budgetary and managerial policies and procedures applied to building services operations
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- Comprehensive knowledge of City building, plumbing, electrical, mechanical, fire, land improvement, grading, drainage, environmental, zoning and other applicable codes and ordinances, and accepted safety standards.
- Considerable knowledge of municipal services needs assessments.
- Considerable knowledge of public relations practices.
- Good knowledge of: computer applications for documenting and analyzing development control activities.

- Ability to firmly and impartially exercise supervisory authority, and interpret, apply and explain rules, regulations, policies and procedures.
- Ability to read and interpret construction documents, and perform and review structural engineering calculations.
- Ability to identify, compile, organize and analyze data to prepare reports and maintain records, and analyze and recommend solutions to technical problems encountered in reviewing plans.
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Minimum Qualifications

Education and Experience: Equivalent to an accredited Bachelor's Degree in Architecture, or Civil, Structural or related Engineering discipline, plus nine (9) years progressively responsible professional experience in structural design, building construction management or structural plan review including four (4) years as a Registered Professional Engineer or Architect and three (3) years in a supervisory capacity.

Licenses and Certificates:

- Valid Texas Professional Engineer or Licensed (Registered) Architect, or equivalent transferable from another state by time of application which must be converted to Texas Registration within one (1) year after appointment.
- Valid Building Official Certification from the International Code Council, which must be obtained within one (1) year after appointment.
- Valid Texas Class "C" Driver's license or equivalent from another state.


Human Resources Director
Department Head